

## DJS PROGRAM SPECIALIST (2598)

### I. NATURE OF WORK:

A DJS Program Specialist is the full performance level of work developing, coordinating, implementing, monitoring and evaluating juvenile services programs. Employees in this classification do not have supervisory responsibilities.

Employees receive general supervision from a designated program manager or administrator. The work may require travel throughout the State to visit homes, schools, community based services and juvenile residential facilities.

Positions are allocated to this classification based on the classification job evaluation methodology.

### II. EXAMPLES OF WORK: (Examples are illustrative only)

Develops, coordinates, implements, monitors and evaluates juveniles services programs such as education, recreation and physical education programs in residential facilities, out-of-home placement services, special placement services, parent advisory programs, residential and non-residential facilities and special programs;

Interprets policy and procedure and provides administrative expertise and direction to community, institutional and court services supervisors and managers;

Plans, develops, recommends, and oversees the implementation of new and existing programs, program standards, techniques, procedures and methods to improve the effective delivery of services to juveniles;

Monitors residential and non-residential facilities for adherence to juvenile services laws, rules, regulations and procedures as well as contract compliance;

Develops procurement documents and works with vendors to identify and obtain needed services;

Modifies and evaluates existing juvenile services programs;

Prepares reports documenting program activities and achievements as well as identifying and proposing resolutions to systemic problems;

Trains DJS Case Management Specialists and other staff in the regulations, laws, policies and procedures of assigned programs and other administrative functions;

Attends in-service training courses to keep abreast of current juvenile services and treatment principles, techniques and practices;

Makes presentations about juvenile services programs to professional and community groups;

May consult with parents, attorneys, court administrators, public and private agency personnel to obtain and clarify information and explain program policies and procedures;

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May act as liaison to community organizations to develop, coordinate and promote juvenile services programs;

May oversee vendor operated programs in a specified geographical area,

May conduct internal audits of juvenile services programs;

May provide guidance and assistance to program managers in the preparation of the budget for a particular program or youth service;

Performs other related duties.

### III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices involved in the administration of juvenile services programs;

Knowledge of the laws, regulations, policies and procedures applicable to juvenile services programs;

Knowledge of the services provided to juveniles by public and private agencies in the areas of residential treatment, behavior modification, education, employment, health, detention and law enforcement;

Knowledge of the processes and procedures of the juvenile court system;

Ability to interpret laws, rules and regulations governing juvenile services;

Ability to monitor and evaluate juvenile services programs in the community and in residential and non-residential facilities for adherence to laws, rules, regulations and procedures as well as contract compliance;

Ability to enlist the cooperation of operational staff and management in facilities and community service settings;

Ability to use computer systems to produce reports and presentations and access informational resources;

Ability to maintain confidentiality of juvenile case materials and related information;

Ability to prepare accurate, clear and complete reports;

Ability to make presentations to professional and community groups

Ability to communicate effectively with staff from juvenile services facilities, parents and families, attorneys, law enforcement personnel, representatives from public and private organizations and the general public.

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### IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Possession of a Bachelor's degree from an accredited four year college or university.

Experience: Three years of experience providing case management or resource specialist services to emotionally or socially maladjusted, delinquent, victimized, or exceptional juveniles in a community or residential setting.

- Notes:
1. An Associate of Arts degree in the social or behavioral sciences or criminal justice from an accredited college or university and two years of experience providing direct services to children in a community or residential setting may be substituted for the required Bachelor's degree.
  2. A Master's degree in the social or behavioral sciences or criminal justice from an accredited college or university may be substituted for one year of the required experience.

### V. LICENSES, REGISTRATIONS AND CERTIFICATES:

Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties may be required to possess a motor vehicle operator's license valid in the State of Maryland.

DATE ADOPTED: July 1, 2004

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED: \_\_\_\_\_  
Director, Division of Salary Administration  
and Position Classification